

REQUEST FOR PROPOSALS

Indiana Arts Commission's

Region 7 Regional Arts Partner

Purpose

The Indiana Arts Commission (IAC) announces a Request for Proposals (RFP) from not-for-profit organizations or public entities interested in serving as the IAC Regional Arts Partner (RAP) organization for Region 7 (Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan, and Shelby counties).

The Regional Arts Partnership Initiative is comprised of 12 organizations serving the cultural needs of Hoosiers at the regional level. The Regional Arts Partnership is the cornerstone program of the IAC designed to help meet the cultural needs of all 92 counties of the state. The Regional Arts Partnership is designed to foster an increased sense of cooperation among artists and arts organizations, and to give communities a greater voice in determining how state resources are allocated for the arts.

Timeline for Submission and Review of RFP

August 1, 2004	Application detailing nine month FY2005 plan and narrative
August 17, 2004	RFPs reviewed by expanded Program Evaluation Committee
September 24, 2004	Final decision by full commission
October 1, 2004	Contract begins as Region 7 RAP

Who May Apply

Organizations interested in submitting a proposal for consideration must:

- Be a non-profit Indiana corporation having IRS tax-exempt status, or a unit of local government, or a public agency.
- Be located in Region 7 (Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan, or Shelby counties).
- Agree to comply with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age.
- Comply with the Drug Free Work Place Act of 1988 requiring employees not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the workplace on work site.
- Follow all State and Federal Fair Labor Standards regarding employment.
- Submit a nine month grant application plan for service delivery for fiscal year 2005 from October 1, 2004 to June 30, 2005.
- Submit a biennial plan grant application by April 1, 2005 for fiscal years 2006-2007.

- Complete the IAC Capacity Building Self-Assessment tool by June 30, 2005 and plan by June 30, 2006 (see details under Funding).
- Comply with all standards and requirements stipulated in the IAC Regional Arts Partnership Policy Manual.
- Utilize the “unified” Regional Arts Partnership grant guidelines and application forms and conduct the regional re-granting process in accordance with the IAC Regional Services Standards for grant-making (see Regional Arts Partner Policy Manual at www.in.gov/arts/partnerspages/).
- Provide adequate staff and financial resources to meet the IAC Regional Partnership Initiative delivery standards and expectations.
- Carry out regional arts development services in accordance with the IAC Regional Services Standards for cultural planning, grants making, information and referral and technical assistance.
- Not utilize any portion of Regional Block Grant funds for its own grant-making expenses or for any other direct or indirect organizational expenses.

Funding

Regional Partner Organizations will receive funding to support the delivery of programs and services within their geographic regions. This funding support includes: 1.) arts development services; 2.) community arts programs (if applicable) and; 3.) regional block grant funding distributed through an established regional re-granting process.

1. Arts Development Services

The IAC will provide the Region 7 Partner Organization with an annual administrative grant (Arts Development Services) to manage the Regional Arts Partnership responsibilities, and deliver four core arts development services within the region.

The Regional Arts Partnership requires that each Partner Organization provide the following core services within their region:

- Grant-making – A systematic and publicly accountable process for allocating and managing Regional Block Grant funding to support the kinds of arts activities, services, and resources identified by cultural planning
- Cultural Planning – The collection and analysis of information on cultural resources, needs, issues, and priorities within the region in order to guide regional cultural development strategies
- Technical Assistance – Individual and group services provided to increase the knowledge, skills, and capacities of artists, and arts providers, including organizations
- Information and Referral – Information about and assistance with linkage to arts activities, services, and resources provided to artists, arts providers, and the general public

2. Community Arts Programs

Some Regional Arts Partner organizations may also qualify for funds for their own Community Arts Programs funding. These funds may be used by the Regional Arts Partner organization to provide general public access to educational opportunities where Indiana residents can learn about the arts, experience different art forms, participate in, and enjoy arts and cultural activities. The Regional Arts Partner must plan and deliver these activities as the primary program provider. Only Regional Arts Partner organizations having a primary mission as an "arts agency" may qualify for Community Arts Program funding.

3. Regional Block Grants

In addition, the IAC will provide block grant funding (Regional Block Grant) for the Regional Arts Partner organization to re-grant to community-based arts providers within the region.

Applicants should be aware that they may only receive IAC funding as stipulated in "Funding" section. Regional Arts Partner organizations cannot apply to the IAC or any other Regional Arts Partner for Block Grant or other funding.

Applicants should also be aware that if their organization already is an IAC grantee and their organization is selected as a Regional Arts Partner, the organization will no longer be eligible to receive IAC funding outside those funds available through the Regional Partnership Initiative as indicated above.

Transition Support

For FY2005, the Region 7 Regional Arts Partner organization will receive \$20,000 in administrative support and \$20,000 for the two-part Capacity Building Self-Assessment requirements. The Capacity Building assessment phase must be completed by June 30, 2005 and the Capacity Building plan is due no later than June 30, 2006. No additional funding beyond the \$20,000 allotment will be available for the Capacity Building Self-Assessment requirements.

Services Timeline

October 1, 2004	Start Delivery of FY2005 Services to Region 7
October 1, 2004	Start Capacity Building Assessment
November/December 2004	Develop FY2006/2007 Regional Guidelines/Application
January 2005	Provide Grant Workshops and Consultation
January 2005	Cultural Planning
February/March 2005	Sub-grantees Application Deadline
April 1, 2005	FY2006/2007 Biennial Plan due to IAC
April/May 2005	FY2006 Sub-grantees Panel Meeting
June/July 2005	Notification and Contracts to FY2006 Sub-grantees
June 30, 2005	Capacity Building assessment needs to be completed
June 30, 2006	Capacity Building plan completed

Required Submission Materials

Proposals should be limited to six pages that include an overall statement of why the organization should be considered as an IAC Regional Arts Partner, and clearly explain how the organization plans to implement the above stated four core arts development services. Applicants will be expected to meet the Regional Partnership Initiative Service Standards and specifically address:

Cultural Planning

Describe their proposed Regional Cultural Planning activities. Describe qualifications of key paid personnel that will implement the service, and methods for promotion, data collection, analysis, access and public input/reaction.

Grants Making

Describe the process that will be used to allocate Regional Block Grant funding. Describe key paid personnel that will implement the service, and methods for promotion, service documentation, evaluation, access and public accountability.

Technical Assistance

Describe the technical assistance services that will be developed and/or provided. Explain why each service was selected. Describe qualifications of key paid personnel who will implement the service, and methods for promotion, service documentation, access and evaluation.

Information and Referral

Describe the information and referral services to be developed and / or provided. Explain why each service was selected. Describe qualifications of the key paid personnel that will implement the service, and methods for promotion, service documentation, access, and evaluation.

In addition, all applicants **must** attach the following documents with their proposal:

- Articles of Incorporation or Enabling Legislation
- IRS Determination Letter of Tax Exempt Status
- Strategic Plan
- Organizational By-laws
- Governing Board Roster
- Board Organizational Chart
- Board Job Description
- Annual Independent Financial Audit and / or Compliance Audit
- Deficit Reduction Plan (if applicable)
- Staff Organizational Chart
- CEO Job Description and job description for the Regional Coordinator (if applicable)

Application deadline

The IAC will begin accepting proposals immediately. All proposals must be submitted no later than August 1, 2004 to the Indiana Arts Commission, 150 W. Market St., Suite 618, Indianapolis, IN 46204. Initial application review will be conducted in mid-August by the Commission's Program Evaluation Committee, including representatives from the Regional Arts Partner consortium.

Final approval of the Regional Arts Partner for Region 7 will be made by the 15-member Commission.